

*Mar Chemo*

SOP for NFAC Staff Meeting (0830 Daily)

Preferred Order of March

1. Arrive about 0800 and go to Ops Center.
2. Ask deputy officer for OIA folder. It will contain xerox copies of [REDACTED] cables plus some junk mail sometimes. Read and keep or destroy in burn bags as you see fit.
3. Ask duty officer for copy of today's NID. Read and return.
4. If there is something you [REDACTED] call STATINTL OIA front office [REDACTED] from [REDACTED] in NFAC conference room. If not call anyway because we may have something to tell you.
5. About 0815-0820 go to NFAC front office Rm 7E62 and pick-up briefcase from [REDACTED] secretary. STATINTL case [REDACTED] and remove notebook and any mail (envelopes) that may be in case addressed to components in Headquarters. Give to [REDACTED] unless you wish to deliver them after meeting. You can also call OIA front office from phones near [REDACTED] desk STATINTL
6. At about 0825 - with notebook - go to NFAC conference room (opposite xerox machine) and take a seat in far side of conference table. Siting opposite you will be [REDACTED] STATINTL
7. Take copious notes, after meeting return notebook to briefcase and take to NFAC registry (Rm 7E47). NPIC will pick-up and return by mid-afternoon.
8. Return home. Drive carefully. STATINTL

